

PENDING ACTION

1.

Statistical Summary

12 December 1956

<u>TYPE</u>	<u>DD/I</u>	<u>DD/P</u>	<u>DD/S</u>	<u>STOCK</u>	<u>TOTAL</u>
NEW	5	1	7	-	13
REVISION	-	3	6	1	10
REPRINT	1	1	-	4	6
TOTAL	6	5	13	5	29

2. Biographic Profile ready for finalization phase [REDACTED] - A re-design of the Biographic profile, Form No 1080, was approved by Mr. [REDACTED] Office of Personnel, on Monday. Only minor changes were suggested. These changes have been made and approval of the new draft is anticipated today. Printing of the revised form will be expedited.

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Miss [REDACTED] of Personnel accompanied by Mr. [REDACTED] will visit the IBM Corp. on 19 December to see the Electronic Typewriter, Formwriter, and other related equipment in action.

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[REDACTED] Desk aided [REDACTED] - Preliminary advice on a personality carding operation was given Mr. [REDACTED] of the [REDACTED] in collaboration with [REDACTED] Machine Staff. Initial talks revealed that this is primarily a Forms Management problem and that further assistance of BMS will probably not be needed. FMB will provide continuing assistance to Mr. [REDACTED] in the development of a specialty-type 3-part carbon interleaved card. When perfected, it will eliminate the individual typing of at least 50,000 three by five cards annually.

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Security Office may remove internal use forms from stock supply system - After consultation, [REDACTED], ARO, today announced plans to review storage and issuance practices on all OS sponsored forms. In those cases where only OS Headquarters and Field Offices are using such forms in limited quantities they will be removed from the Agency supply system and issued directly by Mr. [REDACTED]. He will maintain his own storage room patterned after the Office of Personnel stock room. The contemplated changes in storage and issuances practices should materially reduce costs and lighten the administrative paper work burden. Excessive delays encountered by OS Field Offices in obtaining supplies or forms through Logistics will also be eliminated. As a further benefit OS can maintain tighter controls over usage and thus eliminate excessive and spotty requisitioning practices. Forms used in extremely large quantities will probably continue to be stocked by OL.

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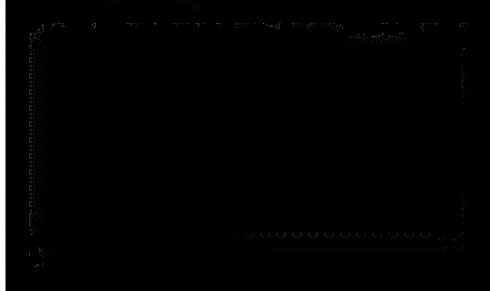
Working Group on Document Security indications meets--Studies marking requirements as related to security Order 10501 [REDACTED] - WGDSI met for the third time on 10 December 1956 to compare marking requirements as set forth by the IAC Agencies Security regulations implementing security Order 10501.

Exemptive

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Sanitized - Approved For Release :
CIA-RDP70-00211R000200160069-6

Army requirements were found to be considerably more rigid than those of Air, Navy, State, or CIA in that they prohibit any typed classifications, even when using stencils or masters to produce many copies. Present classified runoff paper is used instead by Army, which of course results in dual printing costs. Other minimum and/or less important differences were noted. Further study of these problems by the committee is continuing.



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